


New Client Checklist – Administrators

Thank you for choosing JMC. This form will be a guide for you as you learn how to use JMC. If you have any questions at any time please call tech support at 800.524.8182.

1. Go to our website:
WWW.JMCINC.COM
 2. Click on Resources (drop-down menu) located on the left side of our website. Familiarize yourself with the items listed there.
 3. Review the New Clients page to get an overview of resources, training and modules JMC offers.
 4. Check out the Instructional Videos available to you.
 5. We have a variety of different types of documentation available.
 6. The Administrators page will give you added information about different reports that can be run in JMC.
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- A screenshot of the JMC website's 'Resources' menu. The menu is a vertical list of items with blue arrows pointing to the right. The items are: 'Resources' (highlighted in red), 'Instructional Videos', 'Documentation', 'New Clients', 'Newsletters', and 'Training'. Below the menu, there are three links: 'Secretary / Office Professionals', 'Technology Professionals', and 'Administrators'. Arrows from the numbered list point to these elements: arrow 1 points to 'WWW.JMCINC.COM', arrow 2 points to the 'Resources' menu, arrow 3 points to 'New Clients', arrow 4 points to 'Instructional Videos', arrow 5 points to 'Documentation', and arrow 6 points to 'Administrators'.

This is a general outline we like to see our new Administrators follow.

Spring: January - June

Go to <http://www.jmcinc.com/resources/instructional-videos> and view the “Office Intro 1 Next-Gen, Office Intro 2 Next-Gen and Office Intro 3 Next-Gen” instructional videos. This will give you a general overview of student demographic information in JMC.

Attend the Spring Q&A Session.

Summer: June - July

Download the “Starting the 12-13 School Year Checklist for New Schools” from the New Clients page on our website. Call JMC with questions. Review/complete the steps and watch the following instructional videos in preparation for the upcoming school year.

- Student Info Forms
- Scheduling Video (pertinent to your school’s grade levels)

August

Before the August training watch the following instructional videos and compile questions.

- Recording Discipline
- Online Parent Access/Online Modules
- Student Lists (This function allows you to create customizable reports.)

Attend August Training. The August training will not introduce much new information. It will be primarily Q&A. Topics covered at the on-site training will be:

- ✓ Questions compiled by the Administration
- ✓ Daily Attendance
- ✓ Dropping and Adding Students
- ✓ Activities
- ✓ State Reporting
- ✓ Online Modules
- ✓ Student Lists

End of the First Grading Term

Contact JMC to get the Transcript conversion underway. After receiving your converted Transcripts watch the “Transcripts” instructional video.